



**A&R EMPLOYEES UNION
PROFESSIONAL DEVELOPMENT
PRESENTS**

**EMPLOYMENT RE-TOOLING WORKSHOP
Presenter: Amy Blackwood
November, 2014**

The general curriculum will include:

Preparing your job description

- How the Job Description is the base of your application, Interview, Resume

Completion of the CT HR12

- Review difficult areas of the application and preparing appropriate answers

Interviewing Techniques

- Follow up procedures and References

Interviewing process and questions, preparing correct answers

Resume Review and Preparation

Other Topics Covered: Age concerns; Fear of the employment process, Developing a new approach toward success; Stress reduction through proper preparation; Flexibility within the presentation to address other related questions and concerns.

This workshop will be offered at the A&R Union Office, 805 Brook Street Bldg 4, Rocky Hill, CT from 8:30 a.m. to 4:00 p.m. **Please circle which date you prefer:** November 17, 2014 or November 18, 2014.

Space for this workshop is limited.

In accordance with Article 31, Section 5 of the A&R contract, members are entitled to ten (10) days leave with pay per contract term for professional development. **Request for leave must be in writing and submitted to your supervisor three weeks in advance. You should not wait for notice of acceptance into the conference from A&R before you submit your request to your supervisor.** The Office of Labor Relations has approved this program. Space is limited, please fax your registration form to A&R Employees Union, 860-953-1377. **Applications for enrollment will be accepted on first come first served basis.**

NAME _____ HOME TEL. _____ WORK TEL _____

HOME ADDRESS _____

JOB TITLE _____ AGENCY _____